



# ENOCHS HIGH SCHOOL

## Athletic Boosters Funding Policy

### FUNDING APPROPRIATIONS POLICY

- 1) All requests must be sent to the board that you are requesting funds.
- 2) All requests for funding will be accepted during the time frame approved by the board you are requesting funds.
- 3) The Head Coach / Department Leader may be required to present in person the request for funding to the Eagle Foundation board or the Athletic Boosters board at the monthly meeting after the request has been approved by the Principal. The person submitting the paperwork should be prepared to answer questions on the proposal for funding.
- 4) All requests must be submitted on the approved funding form. (The form will be available on the Eagle Foundation website.)
- 5) Each request must have three vendors price quote's attached to the funding form.

### CRITERIA FOR APPROVAL

- 1) If funding is provided by the Enoch's High School Athletic Department or the school budget, your funding request will be denied.
- 2) Will the item be reused year to year by the team or department? If for the current school year, the Eagle Foundation, Athletic or Band Boosters need to understand is the item to replace current used equipment or supplies.
- 3) What participation has your sport / department contributed in to help at a fundraising event, worked the concession stand or provided help to an Eagle Foundation, Band or Athletic Boosters event.
- 4) How much Eagle Foundation, Athletic Boosters or Band Booster funding has this sport / department received in the recent past? The goal is to provide funding to help improve the overall athletic and department programs at Enoch's High School, and not focus an inappropriate amount of resources on a single sport / department to the detriment of other programs.
- 5) Can the request be funded at a later date or next season?
- 6) Has the team / coach or department leader / teacher conducted fundraising activities to match or partially match the funds request?

**ENOCHS HIGH SCHOOL  
ATHLETIC BOOSTERS  
REQUEST FOR FUND DISBURSEMENT**  
School Year: \_\_\_\_\_ 2012- 2013 \_\_\_\_\_ 2013- 2014

The form below is being provided in order for you to submit a formal request for funding from the Athletic Boosters. The completed form should be submitted to the Enochs High School Principal. The form will be reviewed by the principal and the Athletic Boosters board. The form will be returned to you with a final decision or a request for more information.

You **must** have three bids from various suppliers attached to your funding request.

Upon your request being approved, a credit or check from Eagle Foundation will be issued to the appropriate Head Coach or Teacher to fulfill the request. If you have any questions you may submit them to the Athletic Boosters President.

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**ENOCHS ATHLETIC BOOSTERS FUNDS REQUEST**

Coach Name: \_\_\_\_\_

Coach email: \_\_\_\_\_

Sport Name: \_\_\_\_\_

Short Description of Request: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are you using funds from your budget or fundraising to pay partial amount: \_\_\_\_ Yes \_\_\_\_ No

Did you attach your three bids or invoices: \_\_\_\_ Yes \_\_\_\_ No

What Athletic Boosters activities did you participate in? \_\_\_\_\_  
\_\_\_\_\_

Amount of Request: \$ \_\_\_\_\_ Date of Request: \_\_\_\_\_

Requestor's Signature: \_\_\_\_\_

**\*\*We may or may not approve any requests that can be categorized as regular budget items. Your requests will be considered fairly, but under no terms does submitting a request guarantee that the funds will be approved. Unapproved purchases will not be reimbursed.**

**Reviewed by Principal (please sign):** \_\_\_\_\_

**Funding request approved by Athletic Boosters Board:** \_\_\_\_ Yes \_\_\_\_ No

**If No, state reason:** \_\_\_\_\_

**Amount Approved \$** \_\_\_\_\_ **Date Approved** \_\_\_\_\_

**Athletic Boosters President Approval:** \_\_\_\_\_